

BUSINESS INCOME AND EXPENSES

Income	Month	Year to Date
Gross Receipts or Sales	\$ _____	\$ _____
Total	\$ _____	\$ _____

Expenses	Month	Year to Date
Advertising	\$ _____	\$ _____
* Auto (Miles Driven) _____	\$ _____	\$ _____
Miles x 53.5 cents = Monthly Expense		
** Auto Actual	\$ _____	\$ _____
Gas	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Repairs & Maintenance	\$ _____	\$ _____
Contract Labor	\$ _____	\$ _____
Continuing Education/Seminars/Workshops	\$ _____	\$ _____
*** Equipment	\$ _____	\$ _____
**** Health Insurance	\$ _____	\$ _____
Insurance (Other)	\$ _____	\$ _____
Interest Paid	\$ _____	\$ _____
Laundry & Cleaning	\$ _____	\$ _____
License & Fees	\$ _____	\$ _____
Materials Included in Cost of Job	\$ _____	\$ _____
***** Meals & Entertainment	\$ _____	\$ _____
Office Supplies	\$ _____	\$ _____
***** Office in Home Expenses (If Qualified See Worksheet)	\$ _____	\$ _____
Postage	\$ _____	\$ _____
Products purchased for resale	\$ _____	\$ _____
(Provide Beginning & Ending Inventory)		
Professional Expenses	\$ _____	\$ _____
Rent or Lease Building	\$ _____	\$ _____
Rent Other	\$ _____	\$ _____
Repairs on Equipment	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
***** Travel	\$ _____	\$ _____
***** Utilities Direct	\$ _____	\$ _____
***** Utilities Indirect	\$ _____	\$ _____